

BYLAWS OF

MANDY'S SPECIAL FARM, A NON-PROFIT CORPORATION

ARTICLE 1 CORPORATE OFFICE

The principal office of Mandy's Special Farm ("the corporation") shall be located in Albuquerque, Bernalillo County, New Mexico. The corporation may have such other offices, either within or without the State of New Mexico, as the business of the corporation may require from time to time.

ARTICLE 2 MEMBERS

The corporation shall have no members.

ARTICLE 3 DIRECTORS

3.1 General Powers. The business and affairs of the corporation shall be managed by the Board of Directors.

3.2 Number, Tenure and Qualifications. The number of directors of the corporation shall be not less than six (6). Subject to such limitation, the number of directors shall be fixed by these Bylaws, and may be increased or decreased from time to time by amendments to these Bylaws. No decrease shall have the effect of shortening the term of any incumbent director. The term of office of each director shall be until the next annual meeting of the directors, and each director shall hold office for the term for which he or she is elected and until his or her successor has been elected and qualified. Directors need not be residents of the State of New Mexico. The directors constituting the first Board of Directors shall be named in the Articles of Incorporation and shall hold office until the first annual election of directors. Thereafter, directors shall be elected at the annual meeting or a special meeting of the Board of Directors by the persons then constituting the Board of Directors. The term of office shall be three years and Directors may serve consecutive terms. The Board of Directors may elect/appoint ex officio members who serve at the pleasure of the Board of Directors. Such ex officio members will be non-voting members and are not included in the quorum.

3.3 Duties and Powers. The Board of Directors shall have control and management of the business and affairs of the corporation. The business purpose of the corporation is to provide community services for individuals with Developmental Disabilities as defined in the Articles of Incorporation of the corporation and as described in Section 501(c)(3) of the Internal Revenue Code. The directors shall in all cases act as a Board, regularly convened, and, in the transaction of business,

the act of a majority present at a meeting except as otherwise provided by law, these Bylaws or the Articles of Incorporation shall be the act of the Board, provided a quorum is present. The directors may adopt such rules and regulations for the conduct of their meetings and the management of the corporation, as they may deem proper, not inconsistent with law or these Bylaws.

3.4 Regular Meetings. A regular annual meeting of the Board of Directors, for the purpose of electing or appointing directors and officers and for the transaction of any other business which may come before the meeting, shall be held without other notice than this bylaw, at a time and place to be fixed by the President no later than the last Thursday in June of each year. The Board of Directors may provide by resolution the time and place, either within or without the State of New Mexico, for the holding of additional regular meetings without notice other than such resolution.

3.5 Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President of the Board of Directors at any time. The President shall, upon a written request of at least one-half (1/2) the number of directors, call a special meeting to be held not more than ten (10) days after the receipt of such request. The President may fix any place, either within or without the State of New Mexico as a place for holding any special meeting of the Board of Directors.

3.6 Meetings. Directors or any members of any committee designated by the directors may participate in a meeting of the Board of Directors or such committee by means of conference telephone or any appropriate secure electronic media. Participation in such a meeting by such means shall constitute presence in person at such meeting.

3.7 Notice. Notice of any special meeting shall be given at least ten (10) days prior to the meeting to each director. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except when a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, not the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.

3.8 Quorum. A quorum for the transaction of business at any regular or special meeting shall consist of no less than one-half (1/2) of the number of directors. A quorum, once attained at a meeting, shall be deemed to continue until adjournment notwithstanding a voluntary withdrawal of enough directors to leave less than a quorum. The act of the majority of the directors present at a meeting at which a quorum is present, unless otherwise provided by law, these Bylaws or the Articles of Incorporation, shall be the act of the Board of Directors. If less than a

majority of the directors are present at any meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

3.9

Manifestation of Dissent. A director who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall give notice of his or her dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall give Notice of his or her dissent to the President of the Board of Directors of the corporation within two days of adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Vacancies. Any vacancy occurring in the Board of Directors or any directorship to be filled by reason of an increase in the number of directors may be filled by the affirmative vote of a majority of the Board of Directors. A director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office. Any directorship to be filled by reason of an increase in the number of directors shall be filled by the Board of Directors for a term of office continuing only until the next annual meeting of directors.

3.10 Removal of Directors. At a directors' meeting called expressly for that purpose, one or more directors may be removed, with or without cause, by a vote of a majority of the directors.

3.11 Compensation. The Board of Directors shall receive no compensation.

3.12 Resignation. Any director may resign his or her office at any time, such resignation to be made in writing and to take effect immediately without acceptance.

3.13 Committees. The Board of Directors, by resolution adopted by a majority of the full Board of Directors, may designate and appoint one or more committees each of which shall consist of two or more directors. Non-Directors (public community members, not employed by the corporation, who serve at the request of the Executive Committee) may serve on all committees. The committees, to the extent provided in the resolution, in the Articles of Incorporation or in the Bylaws of the corporation, shall have and exercise all the authority of the Board of Directors, but no such committee shall have the authority of the Board of Directors in reference to amending the Articles of Incorporation; adopting a plan of merger or consolidation; the sale, lease, exchange or other disposition of all or substantially all the property and assets of its business; voluntary dissolution of the corporation or a revocation thereof; amending the Bylaws of the corporation; electing, appointing or removing any member of any committee or any director or officer of the corporation; adopting a plan for the distribution of the assets of the corporation; or altering or repealing any resolution of the Board of Directors

which by its terms provides that it shall not be amended, altered or repealed by the committee. The designation of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed by law.

3.14 Written Consent. Any action required by the Business Corporation Act to be taken at a meeting of the directors of the corporation, or any action which may be taken at a meeting of the directors or of a committee, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors, or all of the members of the committee, as the case may be. The consent shall have the same effect as a unanimous vote.

3.15 President of the Board of Directors. The Board of Directors shall have the right and power to elect a president from among the members of the Board of Directors. If a president of the Board of Directors is elected, he or she shall preside at all meetings of the Board of Directors, and he or she may also cast his vote on all questions.

ARTICLE 4 OFFICERS

4.1 Officers and Qualifications. The officers of this corporation shall consist of a President, Vice President and Secretary/Treasurer and (ex officio), who shall be a non-voting member, and such other officers as are determined by the Board of Directors from time to time, each of whom shall be elected by the Board of Directors at the time and in the manner prescribed by these Bylaws. Other officers and assistant officers and agents deemed necessary may be elected or appointed by the Board of Directors or chosen in the manner prescribed by these Bylaws. Up to two (2) or more offices may be held by the same person. All officers and agents of the corporation, as between themselves and the corporation, shall have the authority and perform the duties in the management of the corporation as provided in these Bylaws, or as determined by the resolution of the Board of Directors not inconsistent with these Bylaws. The Chair of the Board will designate a recorder whom shall have the duty of recording the proceedings of the meetings of the Board of Directors. The Board of Directors may appoint an advisory Board made up of such persons that may be called on when outside advice is needed. The advisory board has no other authority over the corporation than to be called on by Directors as needed.

4.2 Election and Term. All officers of the corporation shall be elected for a three-year term the Board of Directors at its regular annual meeting. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as may be convenient. Each officer shall hold office until his or her successor has been duly elected and qualified, or until removed as hereinafter provided.

4.3

Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Said director has a right to a hearing with the Executive Committee.

4.4

Removal. Any officer or agent may be removed by the Board of Directors whenever in its judgment the best interest of the corporation will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person removed. Election or appointment of an officer or agent shall not of itself create contract rights.

4.5

Executive Director. The duties and powers of the Executive Director of the corporation shall be as follows and as shall hereafter be set by resolution of the Board of Directors:

- (a) The Executive Director shall be the chief executive officer of the corporation and shall supervise and control all of the business and affairs of the corporation.
- (b) He or she shall attend all meetings of the Board of Directors.
- (c) He or she shall present at each annual meeting of the Directors a report of the condition of the business of the corporation.
- (d) He or she shall call and give notice of regular and special meetings of the Directors in accordance with the requirements of the law and these Bylaws.
- (e) He or she shall appoint, discharge and fix the compensation of all employees and agents of the corporation other than the duly elected officers, subject to any qualifications with respect thereto made by the Board of Directors.
- (f) He or she shall have the authority to sign and execute all contracts in the name of the corporation, all deeds, mortgages, bonds, contracts, notes, drafts, or other orders for the payment of money, or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution of shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed.
- (g) He or she shall cause all books, reports, statements, and certificates to be properly kept and filed as required by law, including but not

limited to keeping the minutes of all Board meetings in one or more books kept for that purpose and keeping a register of all directors and their addresses.

- (h) He or she shall attend to all correspondence and advise the Board of Directors at its meetings about all official communications received by him.
- (i) He or she shall have the care and custody of and be responsible for all the funds and securities in the name of the corporation in such banks, trust companies or other depositories as shall be designated by the Board of Directors, and he or she shall be responsible for reviewing and enforcing any contract authorized by the Board of Directors for the investment and management of the corporation's funds, securities and other investments.
- (j) Subject to banking resolutions adopted by the Board of Directors, he or she shall have the authority to make, sign, and endorse in the name of the corporation checks, drafts, notes, and other orders for the payment of money, and pay out and dispose of such under the direction of the Board of Directors.
- (k) He or she shall keep at the principal office of the corporation accurate books of account of all its business and transactions and shall at all reasonable hours exhibit books and accounts to any director upon application at the office of the corporation during business hours.
- (l) He or she shall render a report of the condition of the finances of the corporation at each regular meeting of the Board of Directors and at such other times as shall be required of him.
- (m) He or she shall process all grant requests made by the corporation and all reports received from charitable organizations that made grants to the corporation.
- (n) He or she shall prepare reports for the Board of Directors, in such form as the Board of Directors shall from time to time direct, concerning all grant requests made by the corporation and all reports received from charitable organizations that make grants to the corporation and all other activities of the corporation since the previous Board of Directors meeting.
- (o) He or she shall coordinate all distributions from the corporation.

(p) He or she shall monitor compliance by the corporation with the terms of all grants received by the corporation.

(q) He or she shall enforce these Bylaws and perform all the duties incident to his office and which are required by law, and, generally, perform all duties incident to the office of executive director and such other duties as may be prescribed by the Board of Directors from time to time.

4.6 Duties of Officers. Officers shall perform such duties and have such powers as may be assigned to them by the Board of Directors or as set by resolution of the Board of Directors.

(a) The Board of Directors shall employ an Executive Director upon such terms and conditions as it deems proper, and shall evaluate the Executive Director.

(b) The Board of Directors shall be responsible for setting the salary of the Executive Director.

4.7 Vacancies. All vacancies in any office shall be filled promptly by the Board of Directors, either at regular meetings or at a meeting specially called for that purpose.

4.8 Compensation of Officers. The officers shall receive no compensation. No officers shall be prevented from receiving compensation by reason of the fact that he or she is also a director of the corporation.

ARTICLE 5 CONTRACTS, LOANS, CHECKS AND DEPOSITS

5.1 Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

5.2 Loans. No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

5.3 Checks, Drafts, and Other Instruments. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents (an

individual, appointed in writing by the Executive Committee, to act on behalf of the corporation for a specific designated purpose) of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

- 5.4 Deposits.** All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

ARTICLE 6 FISCAL YEAR

The corporation shall have a fiscal year that ends on the last day of March and begins on the first day of April.

ARTICLE 7 NOTICE AND WAIVER OF NOTICE

- 7.1 Notice Defined.** Any notice, request, consent or other communication required or permitted to be given under these Bylaws shall be given in writing by personal delivery, facsimile transmission with confirmation requested, reputable overnight courier service which keeps receipts of deliveries (e.g., Federal Express), or United States certified mail (return receipt requested with postage fully prepaid), addressed to the appropriate party as follows:

To the Executive Director Or to the Corporation:	At the current address or facsimile number, as applicable, for the corporation on file with the New Mexico State Corporation Commission
To Any Director:	At the current address or facsimile number, as applicable, for the Director on file at the office of the corporation

All such notices hereunder shall be deemed to have been given on the date delivered if sent by personal delivery or overnight courier service, or as of the date of confirmation of receipt if sent by facsimile transmission, or, if sent by mail, on the date marked on the return receipt (unless delivery is refused or cannot be made, in which case the date of postmark shall be deemed the date notice has been given).

7.2

Waiver of Notice. Whenever under the provisions of these Bylaws or any statute any director is entitled to notice of any regular or special meeting or of any action to be taken by the corporation, such meeting may be held or such action may be taken without the giving of such notice, provided every director entitled to such notice waives in writing the notice requirements of these Bylaws.

ARTICLE 8 INDEMNIFICATION

8.1

Right to Indemnification. Each person who was or is made a party or is threatened to be made a party to or is involved in any action, suit or proceeding, whether civil, criminal, administrative or investigative (hereinafter, a "Proceeding"), by reason of the fact that he or she, or a person of whom he or she is the legal representative, is or was a director or officer or the corporation or while a director of the corporation is or was serving at the request of the corporation as a director, officer, partner, trustee, employee or agent of another corporation or of a partnership, joint venture, trust or other incorporated or unincorporated enterprise, including service with respect to employee benefit plans or trusts, whether the basis of such proceeding is alleged action or inaction in an official capacity as a director, officer, partner, trustee, employee or agent or in any other capacity while serving as a director, officer, partner, trustee, employee or agent shall be indemnified and held harmless by the corporation to the fullest extent authorized by the New Mexico Nonprofit Corporation Act as the same exists or may hereafter be amended (but, in the case of any such amendment, only to the extent that such amendment permits the corporation to provide broader indemnification rights than said law permitted the corporation to provide prior to such amendment), against all expense, liability and loss (including attorneys' fees, judgments, fines, taxes or penalties and amounts paid or to be paid in settlement) reasonably incurred or suffered by such person in connection therewith and such indemnification shall continue as to a person who has ceased to be director or officer and shall inure to the benefit of his or her heirs, executors and administrators; provided, however, that, except as provided in this Article, the corporation shall indemnify any such person seeking indemnification in connection with a proceeding (or a part thereof) initiated by such person only if such proceeding (or part thereof) was authorized by the Board of Directors of the corporation. The right to indemnification conferred in this Article shall be a contract right and shall include the right to be paid by the corporation the expenses incurred in defending any such proceeding in advance of its final disposition; provided, however, that, if the New Mexico Nonprofit

Corporation Act requires, the payment of such expenses incurred by a director or officer in his or her capacity as a director or officer of the corporation (and not in any other capacity in which service was or is rendered by such person while a director or officer, including, without limitation, service to employee benefit plans or trusts) in advance of the final disposition of a proceeding, shall be made only upon delivery to the corporation of an undertaking, by or on behalf of such director or officer, to repay all amounts so advanced if it shall ultimately be determined that such director or officer is not entitled to be indemnified under this Article of otherwise. The corporation may, by action of its Board of Directors, provide indemnification and advance expenses to employees and agents of the corporation and others permitted to be indemnified by the New Mexico Nonprofit Corporation Act with the same scope and effect as the foregoing indemnification and advancement of expenses of directors and officers.

8.2

Right of Indemnitee to Bring Suit. If a valid claim pursuant to Section 1 of this Article is not paid in full by the corporation within ninety (90) days after a written claim has been received by the corporation, the claimant may at any time thereafter bring suit against the corporation to recover the unpaid amount of the claim, and if successful in whole or in part, the claimant shall be entitled to be paid the expense of prosecuting such claim. It shall be a defense to any such action (other than an action brought to enforce a claim for expenses incurred in defending any proceeding in advance of its final disposition where the required undertaking, if any is required, has been tendered to the corporation) that the claimant has not met the standards of conduct which make it permissible under the New Mexico Nonprofit Corporation Act for the corporation to indemnify the claimant for the amount claimed, but the burden of proving such defense shall be on the corporation. Neither the failure of the corporation (including its Board of Directors or independent legal counsel) to have made a determination prior to the commencement of such action that indemnification of the claimant is proper in the circumstances because he or she has met the applicable standard of conduct set forth in the New Mexico Nonprofit Corporation Act, nor an actual determination by the corporation (including its Board of Directors or independent legal counsel) that the claimant has not met such applicable standard of conduct, shall be a defense to the action or create a presumption that the claimant has not met the applicable standard of conduct

8.3

Non-Exclusivity. The right to indemnification and the payment of expenses incurred in defending a proceeding in advance of its final disposition conferred in this Article shall not be exclusive of any other right which any person may have or hereafter acquire under any statute, provision of the corporation's Articles of Incorporation, Bylaws, agreement, vote of disinterested directors or otherwise.

8.4

Insurance. The corporation may maintain insurance, at its expense, or provide alternative financial arrangements, including but not limited to providing a trust, letter of credit or self-insurance, to protect itself and any director, officer, partner,

Trustee, employee or agent of the corporation or another corporation, partnership, joint venture, trust or other incorporated or unincorporated enterprise (including an employee benefit plan or trust) against any such expense, liability or loss, whether or not the corporation would have the power to indemnify such person against such expense, liability or loss under the New Mexico Nonprofit Corporation Act.

ARTICLE 9 AMENDMENTS

These Bylaws may be altered, amended, repealed or new Bylaws adopted by a majority of the entire Board of Directors at a regular or a special meeting of the Board.

STATE OF NEW MEXICO
COUNTY OF BERNALILLO

I hereby certify that the above and forgoing Bylaws of Mandy's Special Farm, a New Mexico nonprofit corporation, consisting of 11 pages, this page included, are the Bylaws of this corporation, adopted by the Board of Directors thereof on November 30, 2016.

Ruthie Ann Robins
Chairman of the Board of Directors

Signed and sworn to before me on November 30, 2016, by
Ruthie Ann Robins, Chairman of the Board of Directors on behalf of Mandy's
Special Farm, a New Mexico nonprofit corporation.

(Seal)

Karen Padilla
Notary Public
My commission expires: 10/21/2017

ATTEST:

h. y. h.
Executive Director

Signed and sworn to before me on November 30, 2016, by
Melissa McCue, Executive Director on behalf of Mandy's Special Farm, a New
Mexico nonprofit corporation.

(Seal)

Karen Padilla
Notary Public
My commission expires: 10/21/2017

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
1100 COMMERCE STREET
DALLAS, TX 75242-0000

DEPARTMENT OF THE TREASURY

Date: **APR 18 1996**

MANDY'S SPECIAL FARM
C/O RUTHIE HORN ROBBINS
634 GRACELAND DRIVE, SE
ALBUQUERQUE, NM 87108

Employer Identification Number:
85-0436516
Case Number:
756037029
Contact Person:
ANNETTE SMITH
Contact Telephone Number:
(214) 767-6023
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
March 10, 1995
Advance Ruling Period Ends:
December 31, 1999
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

Letter 1045 (DO/CB)



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⚠️ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 08/17/2019, from 8:00 AM to 3:00 PM (EDT).

⚠️ ALERT: Due to increased volume and additional security requirements, a high number of entity registrations are pending CAGE review. Processing time currently exceeds the normal window of ten business days. Some users may experience processing delays of up to four weeks. Respond promptly if you are contacted by a CAGE Technician for additional information. Contact the [CAGE Help Desk](#) with urgent questions about a registration pending CAGE review.

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MANDY'S SPECIAL FARM

DUNS: 006369867 CAGE Code: 77FN1

Status: Active

Expiration Date: 11/30/2019

Purpose of Registration: Federal Assistance Awards Only

346 CLARK RD SW

ALBUQUERQUE, NM 87105-7346

UNITED STATES

Entity Overview

Entity Registration Summary

Name: MANDY'S SPECIAL FARM

Doing Business As: Mandy's Farm

Business Type: Business or Organization

Last Updated By: Ruthie Robbins

Registration Status: Active

Activation Date: 11/30/2018

Expiration Date: 11/30/2019

Exclusion Summary

Active Exclusion Records? No



IBM: P-20190627-1414

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MANDY'S SPECIAL FARM

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Service plus value, it all adds up.

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Albuquerque, NM 87110
505 338 0800 office www.riccicpa.com

Independent Auditor's Report

Board of Directors and Management
Mandy's Special Farm
Albuquerque, New Mexico

Report on the Financial Statements

We have audited the accompanying financial statements of Mandy's Special Farm (MSF), a non-profit organization, which comprise the statements of financial position as of March 31, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows for the years then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Mandy's Special Farm as of March 31, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Ricci & Company LLC

Albuquerque, New Mexico
August 7, 2018

MANDY'S SPECIAL FARM
STATEMENTS OF FINANCIAL POSITION
March 31, 2018 and 2017

	2018	2017
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 41,901	\$ 67,344
Cash and cash equivalents - restricted	63,000	18,355
Accounts receivable	52,042	85,774
Grants receivable	9,648	24,349
Prepaid expenses	13,209	18,375
Total current assets	179,800	214,197
Long-term Assets		
Property and equipment, net	1,222,736	1,351,080
Security deposit	4,015	4,015
Total long-term assets	1,226,751	1,355,095
Total assets	\$ 1,406,551	\$ 1,569,292
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable	\$ 73,569	\$ 45,735
Accrued payroll and taxes	82,631	75,950
Compensated absences	20,199	19,174
Line of credit payable	39,544	29,433
Current portion of mortgages payable	23,822	22,635
Total current liabilities	239,765	192,927
Long-term Liabilities		
Mortgages payable	742,255	765,506
Total liabilities	982,020	958,433
Net Assets		
Unrestricted	232,827	413,363
Restricted - temporarily	191,704	197,496
Total net assets	424,531	610,859
Total liabilities and net assets	\$ 1,406,551	\$ 1,569,292

See Notes to Financial Statements.

**MANDY'S SPECIAL FARM
STATEMENTS OF ACTIVITIES
Year Ended March 31, 2018**

	Unrestricted	Temporarily Restricted	Total
Changes in Net Assets			
Support and Revenue			
Medicaid revenue	\$ 2,038,267	-	2,038,267
Mi Via self directed Medicaid waiver	671,330	-	671,330
Grant revenue:			
State	11,915	-	11,915
Other	67,500	63,000	130,500
Contributions	168,811	-	168,811
Room and board	69,350	-	69,350
Program income	48,300	-	48,300
Investment income	6	-	6
In-kind revenue	1,326	-	1,326
Special events and other income	16,091	-	16,091
Net assets released from restriction	68,792	(68,792)	-
Total support, revenue and gains	3,161,688	(5,792)	3,155,896
Expenses			
Program services	2,874,548	-	2,874,548
Management and general	311,570	-	311,570
Fundraising	156,106	-	156,106
Total expenses	3,342,224	-	3,342,224
Change in net assets	(180,536)	(5,792)	(186,328)
Net assets, beginning of year	413,363	197,496	610,859
Net assets, end of year	\$ 232,827	191,704	424,531

See Notes to Financial Statements.

MANDY'S SPECIAL FARM
STATEMENTS OF ACTIVITIES
Year Ended March 31, 2017

	Unrestricted	Temporarily Restricted	Total
Changes in Net Assets			
Support and Revenue			
Medicaid revenue	\$ 1,930,800	-	1,930,800
Mi Via self directed Medicaid waiver	480,861	-	480,861
Grant revenue:			
Federal	-	45,647	45,647
State	38,602	-	38,602
Other	58,226	25,000	83,226
Contributions	75,700	-	75,700
Room and board	62,625	-	62,625
Program income	31,444	-	31,444
Investment income	10	-	10
In-kind revenue	1,850	-	1,850
Special events and other income	31,454	-	31,454
Net assets released from restriction	35,210	(35,210)	-
Total support, revenue and gains	2,746,782	35,437	2,782,219
Expenses			
Program services	2,309,078	-	2,309,078
Management and general	257,024	-	257,024
Fundraising	133,044	-	133,044
Total expenses	2,699,146	-	2,699,146
Change in net assets	47,636	35,437	83,073
Net assets, beginning of year	365,727	162,059	527,786
Net assets, end of year	\$ 413,363	197,496	610,859

See Notes to Financial Statements.

MANDY'S SPECIAL FARM
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended March 31, 2018

	Program Services	Management and General	Fundraising	Total
Payroll and Related Expenses				
Salaries	\$ 1,736,573	204,303	102,151	2,043,027
Payroll taxes	156,715	18,437	9,219	184,371
Employee benefits	108,869	12,808	6,404	128,081
Total payroll and related expenses	2,002,157	235,548	117,774	2,355,479
Other Expenses				
Contract expense - family support	373,279	-	-	373,279
Facilities and equipment	59,571	-	-	59,571
Rent expense	57,536	6,769	3,384	67,689
Insurance	45,373	5,338	2,669	53,380
Interest expense	36,108	4,248	2,124	42,480
Repairs and maintenance	30,100	3,345	-	33,445
Utilities	50,264	5,914	2,957	59,135
Food and beverage	46,820	2,601	2,601	52,022
Supplies	14,901	1,753	877	17,531
Professional fees	-	25,284	-	25,284
Special events	-	-	8,313	8,313
Information technology	8,997	1,059	529	10,585
Professional development	18,334	-	-	18,334
Postage and printing	-	-	8,012	8,012
Outside contract services	5,049	-	-	5,049
Other expenses	5,941	-	-	5,941
Advertising and marketing	-	4,214	-	4,214
Memberships and dues	831	98	49	978
Bank fees	-	1,387	-	1,387
License and registration	3,400	378	-	3,778
Total other expenses	756,504	62,388	31,515	850,407
Total payroll and other expenses before non-cash expenses	2,758,661	297,936	149,289	3,205,886
Non-cash Expenses				
Depreciation expense	115,887	13,634	6,817	136,338
Total non-cash expenses	115,887	13,634	6,817	136,338
Total expenses	\$ 2,874,548	311,570	156,106	3,342,224

See Notes to Financial Statements.

MANDY'S SPECIAL FARM
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended March 31, 2017

	Program Services	Management and General	Fundraising	Total
Payroll and Related Expenses				
Salaries	\$ 1,387,925	163,285	81,643	1,632,853
Payroll taxes	133,496	15,705	7,853	157,054
Employee benefits	60,736	7,146	3,573	71,455
Total payroll and related expenses	1,582,157	186,136	93,069	1,861,362
Other Expenses				
Contract expense - family support	260,557	-	-	260,557
Interest expense	40,495	4,764	2,382	47,641
Insurance	42,716	5,025	2,513	50,254
Facilities and equipment	60,955	-	-	60,955
Rent expense	45,280	5,327	2,664	53,271
Utilities	40,088	4,716	2,358	47,162
Food and beverage	38,604	2,145	2,145	42,894
Supplies	21,921	2,579	1,289	25,789
Repairs and maintenance	42,806	4,756	-	47,562
Professional fees	-	25,105	-	25,105
Special events	-	-	12,322	12,322
Postage and printing	-	-	7,809	7,809
Professional development	8,631	-	-	8,631
Advertising and marketing	-	2,471	-	2,471
Memberships and dues	1,749	206	103	2,058
Other expenses	4,411	-	-	4,411
Bank fees	-	950	-	950
Outside contract services	6,012	-	-	6,012
Information technology	7,760	913	456	9,129
Fingerprints	1,642	-	-	1,642
License and registration	568	63	-	631
Total other expenses	624,195	59,020	34,041	717,256
Total payroll and other expenses before non-cash expenses	2,206,352	245,156	127,110	2,578,618
Non-cash Expenses				
Depreciation expense	100,876	11,868	5,934	118,678
In-kind expense - play and therapy	1,850	-	-	1,850
Total non-cash expenses	102,726	11,868	5,934	120,528
Total expenses	\$ 2,309,078	257,024	133,044	2,699,146

See Notes to Financial Statements.

MANDY'S SPECIAL FARM
STATEMENTS OF CASH FLOWS
Year Ended March 31, 2018

	2018	2017
Cash Flows From Operating Activities		
Cash received from clients and payors	\$ 2,860,979	\$ 2,497,590
Cash received from grantors and donors	342,018	267,624
Interest received	6	10
Cash paid to employees and suppliers	(3,122,700)	(2,514,539)
Interest paid	(42,480)	(47,641)
Net cash provided by operating activities	37,823	203,044
Cash Flows From Investing Activities		
Purchases of property and equipment	(6,668)	(98,074)
Net cash used by investing activities	(6,668)	(98,074)
Cash Flows From Financing Activities		
Borrowings on line of credit	249,566	60,000
Payments on line of credit	(239,455)	(108,736)
Payments on long-term debt	(22,064)	(21,574)
Net cash used by financing activities	(11,953)	(70,310)
Net change in cash and cash equivalents	19,202	34,660
Cash and cash equivalents, beginning of year	85,699	51,039
Cash and cash equivalents, end of year	\$ 104,901	\$ 85,699
Presented on the Statements of Financial Position as:		
Cash and cash equivalents	41,901	67,344
Cash and cash equivalents - restricted	63,000	18,355
	\$ 104,901	\$ 85,699
Reconciliation of Change in Net Assets to Net Cash		
Provided by Operating Activities		
Change in net assets	\$ (186,328)	\$ 83,073
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	136,338	118,678
Non-cash assets donated	(1,326)	-
Changes in operating assets and liabilities		
Accounts receivable	33,732	(8,140)
Grants receivable	14,701	(7,005)
Prepaid expenses	5,166	108
Security deposits	-	(815)
Accounts payable	27,834	(14,984)
Accrued payroll and taxes	6,681	27,274
Compensated absences	1,025	4,855
Net cash provided by operating activities	37,823	203,044

See Notes to Financial Statements.

MANDY'S SPECIAL FARM
NOTES TO FINANCIAL STATEMENTS
March 31, 2018 and 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations. Mandy's Special Farm (MSF) was organized in March 1995 as a not-for-profit New Mexico corporation under Section 501(c)(3) of the Internal Revenue Code. MSF provides residential services and customized in-home supports, day services, supported employment and public programs in Albuquerque, NM to individuals with disabilities. MSF's mission is to provide high-quality services to individuals with developmental disabilities and to foster an environment of inclusion and encourage individuals to express their dreams and desires. MSF has a current residential capacity of twelve. MSF maintains horses for therapeutic riding, a therapeutic pool, a variety of animals to interact with, and an organic garden.

MSF's programs are primarily funded through the New Mexico Department of Health Developmental Disabilities Waiver or the Mi Via Waiver via Medicaid reimbursements and through contributions.

Basis of Accounting. The financial statements have been prepared on the accrual basis in conformity with accounting principles generally accepted in the United States of America.

Basis of Presentation and Net Assets. MSF reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Unrestricted net assets represent net assets that are not subject to restrictions. Unrestricted contributions are recorded as income when constructively received.

Temporarily restricted net assets represent net assets that are subject to restrictions imposed by donors, grantors, or contract provision that may or will be met by the occurrence of a specific event or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Temporarily restricted net assets, as described in Note 6, were \$191,704 and \$197,496 at March 31, 2018 and 2017, respectively.

Permanently restricted net assets represent resources whose use is limited by donor-imposed restrictions that require the net assets to be maintained permanently. MSF had no permanently restricted net assets for the years ended March 31, 2018 and 2017.

Use of Estimates. The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents. For purposes of the statement of cash flows, MSF considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

MANDY'S SPECIAL FARM
NOTES TO FINANCIAL STATEMENTS
March 31, 2018 and 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contributions. Contributions are recognized when the donor makes a promise to give to MSF that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Accounts Receivable. Accounts receivable primarily consists of Medicaid and self-directed Medicaid reimbursements for services rendered in the year but not received until after fiscal year end. MSF believes that all accounts receivable at March 31, 2018 and 2017 are fully collectible. MSF tracks receivables to determine if any are uncollectible. Should MSF make this determination, bad debts would be recorded.

Grants Receivable. Grants receivable consists of grants awarded or earned but not received by year end.

Property and Equipment. It is MSF's policy to capitalize property and equipment in excess of \$1,000. Lesser amounts are expensed. Purchased property and equipment are capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Property and equipment assets are depreciated using the straight-line method over the estimated useful life of the assets as follows:

Buildings and improvements	20 - 27.5 years
Equipment and furnishings	5 - 15 years
Vehicles	5 years

Expense Allocations. Expenses are allocated primarily to program services on a specific identification basis when appropriate. Those expenses of an indirect nature or which benefit both programs and supporting services are generally considered supporting services, but depending on the nature of the expense may be allocated to both program and supporting services.

Compensated Absences. MSF allows full-time employees to receive compensation for vacation and sick leave. Accrual rates are calculated on a tiered rate based on the number of years worked. A maximum of one week paid time off may be carried over from one calendar year to the next. Upon termination, unused earned vacation will be paid out in lump sum.

Donated Services and Tangible Items. During the year ended March 31, 2018 MSF received donation of a vehicle valued at \$1,326 which was capitalized and included in property and equipment. During the year ended March 31, 2017, Mandy's received donations of supplies and equipment with a total value \$1,850 which was included in program expense on the Statement of Activities. In addition, many individuals volunteer their time and perform a variety of tasks that assist MSF, but these services do not meet the criteria for recognition as contributed services.

MANDY'S SPECIAL FARM
NOTES TO FINANCIAL STATEMENTS
March 31, 2018 and 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Taxes. MSF is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, accordingly, no provision for income taxes has been reflected in the financial statements. The accounting standard on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under that guidance, MSF may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Organization and various positions related to the potential sources of unrelated business taxable income (UBIT). The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50% likelihood of being realized upon ultimate settlement. There were no unrecognized tax benefits identified or recorded as liabilities for years ended March 31, 2018 or 2017. The Organization's tax returns by statute, may be subject to normal federal and state examinations up to three years from date of filing.

Advertising Costs. MSF expensed non-direct-response advertising costs of \$4,214 and \$2,471 for the years ended March 31, 2018 and 2017. Amounts are included in advertising and marketing expense.

Subsequent Events. Subsequent events were evaluated through August 7, 2018, which is the date the financial statements were available to be issued.

Reclassifications. Certain reclassifications were made to the 2017 financial statement presentation. Net assets and changes in net assets were unchanged due to these reclassifications.

New Pronouncements. FASB has issued ASU No. 2014-09, Revenue from Contracts with Customers (Topic 606). The amendments in this update were issued to disclose sufficient information to enable users of financial statements to understand the nature, amount, timing, and uncertainty of revenue and cash flows arising from contracts with customers. To achieve that objective, and upon adoption, the Company will be required to disclose qualitative and quantitative information about its contracts with customers, the significant judgements and changes in those judgements as well as any assets recognized from the costs to obtain or fulfill a contract with a customer. The amendments in this update are effective for fiscal years beginning after December 15, 2019. Early adoption of ASC Topic 606 is permitted for public business entities and certain other specified entities only as of annual reporting periods beginning after December 15, 2016, including interim reporting periods within that reporting period. MSF has not yet adopted Topic 606, but does not expect implementation to have a significant impact.

FASB has issued ASU No. 2016-02, Leases (Topic 842). The amendments in this update were issued to increase the transparency and comparability among organizations by recognizing lease assets and lease liabilities on the balance sheet and disclosing key information about leasing arrangements. The main difference between previous GAAP and Topic 842 is the recognition of lease assets and lease liabilities for those leases classified as operating leases under previous GAAP. The amendments in this update are effective for fiscal years beginning after December 15, 2019. Early adoption is permitted; however, MSF has not yet adopted Topic 842.

MANDY'S SPECIAL FARM
NOTES TO FINANCIAL STATEMENTS
March 31, 2018 and 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

FASB has issued ASU No. 2016-14, Presentation of Financial Statements of Not-for-Profit Entities (Topic 958). The amendments in this update were issued to improve the current net asset classification requirements and the information presented in Not-for-Profit financial statements and notes. The update simplifies the Statement of Financial Position by requiring only two net asset classifications: net assets with donor restrictions and net assets without donor restrictions. The amendments in this update are effective for fiscal years beginning after December 15, 2017. Early application is permitted. MSF has not yet adopted Topic 958.

NOTE 2. PROPERTY AND EQUIPMENT

Property and equipment as of March 31 is summarized by major classification as follows:

	2018	2017
Non-depreciating		
Land	\$ 204,924	204,924
Depreciable		
Building	1,683,076	1,683,076
Building improvements	71,728	71,728
Leasehold improvements	16,363	16,363
Furniture and equipment	111,295	109,627
Vehicles	271,232	264,906
	<u>2,358,618</u>	<u>2,350,624</u>
Accumulated depreciation	<u>(1,135,882)</u>	<u>(999,544)</u>
Property and equipment, net	<u>\$ 1,222,736</u>	<u>1,351,080</u>

Certain vehicles, with a carrying amount of \$128,705 and \$179,142, net of accumulated depreciation of \$123,482 and \$73,045 at March 31, 2018 and 2017, respectively, were acquired with funds received under contracts with the NM Department of Transportation (DOT). The contracts provide for the purchase of vehicles to be used to enhance mobility for seniors and persons with disabilities. Under the contract, 80% of the cost of the vehicles is paid for by the DOT and 20% is paid by MSF. Pursuant to the contract, title to the vehicles will reflect a lien in favor of the DOT for four years or 100,000 miles. As a result, vehicles purchased under this contract are reflected as restricted in the Statement of Financial Position.

Mandy's may purchase or receive donations of livestock for viewing and therapeutic purposes. Management has determined that the essential recognition criteria of measurement for recognizing assets has not been met. Because the majority of animals were received as donations, it is impractical to assign a fair value to the animals for a variety of reasons including age, blood line, health, lack of an active market and other related issues. Accordingly, livestock has not been included in property and equipment.

MANDY'S SPECIAL FARM
NOTES TO FINANCIAL STATEMENTS
March 31, 2018 and 2017

NOTE 3. LINES OF CREDIT

MSF has a revolving unsecured business line-of-credit through a bank. Amounts borrowed are not to exceed \$50,000 and bear interest at a fixed interest rate of 6.5%. The amount owed on the line of credit was \$19,906 and \$29,433 at March 31, 2018 and 2017, respectively.

MSF also has a revolving unsecured business line-of-credit through another bank. Amounts borrowed are not to exceed \$50,000 and bear interest at a fixed interest rate of prime plus 3.25%. The amount owed on the line of credit was \$19,638 and \$0 at March 31, 2018 and 2017, respectively.

NOTE 4. MORTGAGES PAYABLE

Mortgages payable consists of the following:

	2018	2017
Loan from a financial institution totaling \$400,000, ten-year term requiring 119 monthly principal and interest payments of \$2,683, final balloon payment of \$253,985 on June 3, 2023, fixed 5.125% interest rate for the first 60 payments, after which the rate is subject to a single adjustment for the balance of the term, adjusted interest rate based on the 5 year fixed advance rate of the Federal Home Loan Bank of Dallas plus a margin and will not be less than 5.125%, secured by real estate, property, assignment of rents, and personal guarantee of a Board member.	\$ 336,274	350,584
Real estate contract for the purchase of property in Albuquerque, seller financing of \$470,000, 5% fixed interest rate, interest only, or more payments commencing May 1, 2013, effective April 1, 2015, remaining principal balance will be re-amortized over 30 years from the effective date of the contract, remaining balance will be reduced by \$10,000 if MSF is able to pay the entire balance prior to April 1, 2023.	429,803	437,557
	766,077	788,141
Less current portion	23,822	22,635
Long-term portion	\$ 742,255	765,506

MANDY'S SPECIAL FARM
NOTES TO FINANCIAL STATEMENTS
March 31, 2018 and 2017

NOTE 4. MORTGAGES PAYABLE (CONTINUED)

Future maturities of long-term debt are as follows at March 31:

2019	\$ 23,822
2020	25,028
2021	26,384
2022	27,769
2023	29,226
Thereafter	<u>633,848</u>
Total	<u>\$ 766,077</u>

NOTE 5. LEASE COMMITMENTS

In April 2015, MSF entered into a 3-year lease to rent a space for administrative and program services. The lease term was April 1, 2015 through March 31, 2018 with a 2-year renewal option. Effective July 2017 MSF replaced this lease with a 3-year lease at the same location but which includes additional leased space and expires June 30, 2019. Payments increase 3% annually. Related rent expense for the years ended March 31, 2018 and 2017 was \$53,289 and \$49,671, respectively.

Effective January 2017, MSF entered into a 3-year lease to rent a home for residential services. The lease term is January 15, 2017 through January 14, 2020. Related rent expense was \$14,400 and \$3,600 for the years ended March 31, 2018 and 2017, respectively.

Future combined minimum lease payments are as follows at March 31:

2019	\$ 69,287
2020	<u>24,622</u>
Total	<u>\$ 93,909</u>

NOTE 6. TEMPORARILY RESTRICTED NET ASSETS

Restricted net assets consist of the following as of March 31 consists of the following:

	2018	2017
Albuquerque Masonic Lodge – IT equipment (restricted cash)	\$ 40,000	-
HB and Lucille Horn Foundation – vehicles (restricted cash)	23,000	-
United Way - salary of specific individual (restricted cash)	-	18,354
Vehicles, net of accumulated depreciation (see Note 2)	<u>128,705</u>	<u>179,142</u>
Total temporarily restricted net assets	<u>\$ 191,704</u>	<u>197,496</u>

MANDY'S SPECIAL FARM
NOTES TO FINANCIAL STATEMENTS
March 31, 2018 and 2017

NOTE 7. RELATED PARTY TRANSACTIONS

Board members, employees and relatives of residents occasionally contribute money to MSF. Board members and relatives donated approximately \$29,178 and \$18,778 in unrestricted contributions, for the years ended March 31, 2018 and 2017, respectively.

NOTE 8. CONCENTRATIONS

As of March 31, 2018, and 2017, approximately 86% and 87% of MSF's revenues were derived from Medicaid revenue, respectively, and approximately 10% and 9% of MSF's revenues were derived from grants and contributions, respectively.

- [Organization Overview](#)
- [Contacts](#)
- [Calendar](#)
- [Service Info](#)
- [Inventories](#)
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Oversight

Organization Information

Mandy's Farm

346 Clark Road SW
Albuquerque, New Mexico 87105
(505) 503-1141



Website: <http://mandysfarm.org>
Primary Contact:
Title:
Email:
Phone:

General Information

Fiscal Year: 2018
Review Type: Section 5310
Site Visit Start Date: 7/16/2018
Site Visit End Date: 7/16/2018
Reviewer Name: Dan Wagner
Reviewer Organization: Precision Compliance
Scope/Purpose: Full scope comprehensive review
Comments: None

Questionnaire

Last Submitted on 7/12/2018 10:59 AM
Originally Submitted to Agency on 7/11/2018 03:58 PM

	Review Questionnaire	Approved	Mandy's Farm Questionnaire FY2018
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Findings

	Status	Review Area	Type	Description	Due Date	Modified By	Modified On
View	Closed	Safety	Rec	Safety meeting docum		dwagner	10/26/2018
View	Closed	Federal Requirements	Rec	Title VI notice		dwagner	10/26/2018
View	Closed	Fleet Management	Def	Bus needs repair	8/31/2018	dwagner	10/26/2018
View	Closed	Fleet Management	Rec	Warranty management		dwagner	10/26/2018
View	Closed	Fleet Management	Def	Recall notification	8/31/2018	dwagner	10/26/2018

Supporting Documentation

**Transportation Policies & Procedures**[Cell Phone Policy](#)[Complaint Form](#)[Complaint-Compliment Procedures](#)[Compliment Form](#)[Driver Manifest](#)[Limited English Proficiency](#)[Customer Service](#)[Driving Procedures](#)[Fleet Documentation](#)[Wheelchair Securement Policy](#)[Organizational Chart](#)**Federal Requirements**[Nondiscrimination Notice to the Public](#)[Nondiscrimination notice website](#)**Driver Training**[NMDOT Driver Handbook](#)[Motor Vehicle Record Checks](#)[Motor Vehicle Records Guidelines](#)[Driver On Board Evaluation](#)**Fleet Management**[Pre Post Trip Vehicle Form](#)[Vehicle Defect or Corrective Maintenance Form](#)[Vehicle Maintenance Plan](#)[W C Maintenance Log](#)[Wheelchair Lift Maintenance Requirements](#)[2017 Starcraft Minimum Maintenance Standards](#)[2016 Ford Minimum Maintenance Standards 1](#)[2016 Ford Minimum Maintenance Standards 2](#)[2014 Dodge Minimum Maintenance Standards](#)[2014 Ford Minimum Maintenance Standards](#)[Maintenance Sample FY2018](#)**Safety**[On-Vehicle Fire Procedures](#)[Passenger Incident Procedures](#)[Vehicle Accident Procedures](#)[Vehicle Accident Form](#)[Post-Accident Investigation Report](#)**Attendees**[Attendees FY2018](#)

Status

Comments

Last Modified By

Status	Comments	Last Modified By
Inspection Closed	All deficiencies and recommendations addressed	Dan Wagner on 10/26/2018 12:20:30 PM
All Findings Closed	All deficiencies and recommendations addressed	Dan Wagner on 10/26/2018 12:20:20 PM
All Findings Published		Dan Wagner on 7/20/2018 11:12:41 AM
Questionnaire Approved		Dan Wagner on 7/12/2018 10:59:16 AM
Questionnaire Originally Submitted to Agency	Please submit back. Jason.	Jason Park on 7/11/2018 3:58:49 PM
Questionnaire Originally Submitted to Agency	Please respond by June 29.	Deborah Bach on 5/31/2018 3:16:08 PM
Inspection Created	None	Deborah Bach on 5/31/2018 3:13:50 PM

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**Mandy's Special Farm
FY2020 Budget**

	ACTUAL FY 2017	ACTUAL FY 2018	PROJECTED FY 2019	BUDGET FY 2020	
Income					
43400 Public Support					
43430 Fundraising events	29,183.86	14,801.98	29,203.97	25,000.00	
43440 In-kind contributions	1,850.00	-	-	-	
43450 Ind / Business contributions	50,048.62	158,796.34	160,000.00	85,000.00	*FY20 includes \$41065.66 for 5310 share
44820 UW / CFC contributions	25,651.34	10,015.31	10,915.25	10,000.00	
Total 43400 Public Support	106,733.82	183,613.63	200,119.22	120,000.00	
44500 Grants					
44510 Government grants					
44511 DVR	38,603.59		60,000.00	150,000.00	
44512 Americorps	0.00	0.00	140,635.00	160,000.00	
44513 NMDOT 5310	45,645.60	76,445.60	119,028.00	164,262.62	
44514 Agrability	0.00	0.00	0.00	48,000.00	
70000 Private / Other grants	58,226.00	113,500.00	131,000.00	85,000.00	
70100 United Way grant	25,000.00	17,000.00	-	-	
Total 44500 Grants	167,475.19	206,945.60	450,663.00	607,262.62	
44400 NM HSD Medicaid Contracts					
44440 Medicaid Payments - Residential	818,467.55	889,048.37	1,139,397.04	1,150,763.84	
44450 Medicaid Payments - Day	946,180.38	985,011.49	1,064,746.08	1,131,946.00	
44460 Medicaid Payments - SE	166,153.26	164,208.00	254,629.47	165,000.00	
Total 44400 NM HSD Medicaid Contracts	1,930,801.19	2,038,267.86	2,458,772.59	2,447,709.84	
44500 Mi Via Self-Directed Medicaid					
44510 Mi Via - Residential	84,291.76	52,503.99	25,242.56	23,772.00	
44520 Mi Via - Res Family Living	231,059.43	398,703.70	323,603.12	237,250.00	
44530 Mi Via - Day Services & SE	165,509.39	220,122.48	194,504.03	220,000.00	
Total 44500 Mi Via Self-Directed Medicaid	480,860.58	671,330.17	543,349.71	481,022.00	
47200 Program Income					
46430 Training revenue	1,345.00	1,230.00	1,280.00	1,200.00	
46440 Other program revenue	1,104.35	8,739.32	5,617.16	6,000.00	
47210 Room & Board	62,625.00	69,360.00	80,577.60	81,025.00	
47220 Aqua Therapy - Pool rent	1,400.00	2,080.00	1,440.00	2,000.00	
47235 Program services- Private Pay	11,594.42	12,156.13	13,378.68	12,100.00	
47240 Supported employment - DVR	16,000.00	24,095.20	3,921.32	10,000.00	
Total 47200 Program Income	94,068.77	117,660.65	106,214.76	112,325.00	
Total Income	2,779,939.55	3,217,817.91	3,759,119.28	3,768,319.46	

**Mandy's Special Farm
FY2020 Budget**

	ACTUAL FY 2017	ACTUAL FY 2018	PROJECTED FY 2019	BUDGET FY 2020
Expenses				
60000 Business Expenses				
60300 Fundraising events expense	12,322.42	8,312.57	7,386.27	8,000.00
60400 Donor development / meetings	1,624.57	3,441.62	2,663.76	3,000.00
60500 Licenses, fees & registrations	631.07	3,778.06	10,409.63	3,500.00
60700 Staff- fingerprints & background	1,642.25	(796.40)	(219.87)	500.00
62110 Accounting, audit & tax	24,831.25	25,284.38	21,741.97	25,300.00
62140 Legal Fees	273.87	-	-	-
62150 Other Miscellaneous Expense	1,769.95	578.55	-	-
62951 Rent - Appaloosa	49,671.00	53,288.61	54,753.08	91,644.00
62952 Rent - other	3,600.00	14,400.00	14,400.00	14,400.00
65080 IT, Comp Hardware & Software	9,129.35	10,584.89	13,794.41	25,000.00
65110 Advertising & marketing	2,470.87	4,213.91	5,166.55	5,000.00
65120 Insurance - Liability / Property	48,118.45	50,544.00	52,132.00	52,132.00
65125 Insurance - D&O / Volunteer	2,136.00	2,814.00	3,132.00	3,132.00
65140 Bank fees	950.08	1,387.46	1,784.63	1,785.00
65150 Memberships & Dues	2,057.78	978.42	500.85	500.00
65160 Property taxes	5,250.68	-	-	-
65200 Employee / Volunteer recognition	772.44	3,162.47	972.96	1,500.00
65220 Employee Uniforms	6,892.05	788.81	4,290.57	1,500.00
68310 In-Service / Staff Meetings	1,852.64	1,993.64	3,089.13	3,000.00
Total 60000 Business Expenses	175,996.72	184,754.99	195,997.95	239,893.00

**Mandy's Special Farm
FY2020 Budget**

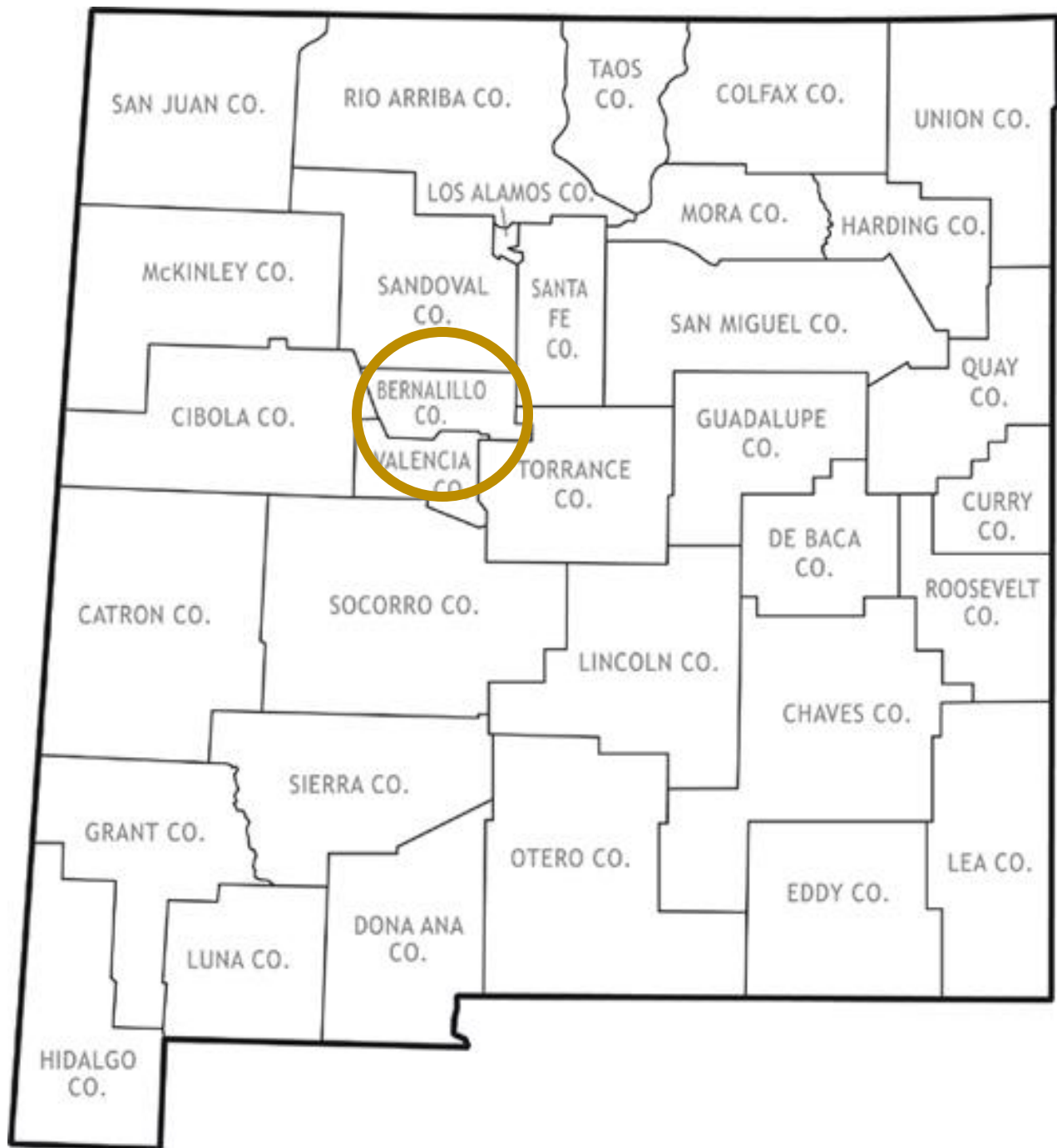
ACTUAL FY 2017	ACTUAL FY 2018	PROJECTED FY 2019	BUDGET FY 2020
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62800 Facilities and Equipment				
62810 Auto Repairs & Maintenance	13,398.09	10,638.92	25,603.61	18,000.00
62820 Auto - Gas	17,885.04	20,479.62	29,437.65	29,437.65
62830 Animals	36,436.64	35,154.43	38,253.36	38,000.00
62850 Pool	6,228.43	1,813.79	1,753.67	2,000.00
62860 Garden	405.08	1,535.00	1,436.07	5,500.00
62880 Property Repairs & Maintenance	34,164.38	21,754.09	26,239.21	27,000.00
62890 Utilities	47,161.71	56,773.32	55,250.91	65,000.00
Total 62800 Facilities and Equipment	155,679.37	148,149.17	177,974.48	184,937.65
63000 Mortgage & Interest Expense				
63100 Mortgage Interest Exp	18,607.16	17,885.87	20,143.09	22,200.00
63101 Interest Exp- Credit Card	3,570.51	560.75	-	-
63102 Interest Exp - LOC	3,213.84	3,997.28	2,448.69	2,500.00
63103 Interest Exp- N/P Cole Rev Trust	22,249.87	20,035.75	22,697.33	21,180.00
Total 63000 Mortgage & Interest Expense	47,641.38	42,479.65	45,289.12	45,880.00
65000 Program Expenses				
60200 Consultant Pharmacist	1,915.89	1,285.84	861.51	900.00
62100 Contract Services	2,788.62	2,012.67	6,266.04	6,500.00
62120 Program Services- Nutrition	1,307.69	1,427.58	1,422.85	1,450.00
65010 Food & Beverage	42,894.41	51,870.42	63,771.60	64,000.00
65020 Postage / Mailing Service	2,117.74	2,404.02	3,679.04	3,679.04
65030 Printing & Copying	5,690.87	5,607.74	8,173.19	8,173.19
65050 Office Supplies	7,987.28	4,590.06	6,718.97	6,718.97
65090 Program Supplies	10,136.82	8,751.03	14,187.43	14,187.43
65170 Staff Training & Development	6,778.64	11,792.52	5,293.11	5,293.11
65180 Community Activity Funds	1,016.02	2,496.27	2,600.01	2,600.01
65190 Staff Travel- Training & business	-	4,354.38	2,275.92	2,275.92
Total 65000 Program Expenses	82,633.98	96,592.53	115,249.67	115,777.67

Mandy's Special Farm FY2020 Budget

	ACTUAL FY 2017	ACTUAL FY 2018	PROJECTED FY 2019	BUDGET FY 2020
66000 Payroll Expenses				
62130 Contract Respite / Family Providers	45,602.03	25,072.57	-	-
62131 Contract Residential CIHS (Mi Via)	214,955.30	348,205.59	289,923.60	208,666.85
66001 Wages	1,627,996.08	2,042,001.23	2,305,268.17	2,444,426.22
66002 Payroll taxes	129,499.10	159,396.41	188,060.05	195,554.10

66004 Employee Health Insurance	14,177.13	61,946.41	55,535.96	56,000.00
66007 Employee Dental/Vision Insurance	-	978.04	(272.81)	-
66006 Mileage reimbursement	9,065.76	13,940.97	18,250.57	18,250.57
66008 Cell Phone Reimbursement	15,930.00	17,560.00	19,093.33	19,100.00
66009 Other Employee Reimbursement	1,469.41	1,039.25	(1,555.31)	-
66010 Paid time off	4,854.25	1,025.76	-	1,025.00
66011 Payroll Processing Fee	6,373.89	7,415.34	29,002.25	25,000.00
60100 Workman's comp insurance	46,743.18	41,659.82	36,197.33	42,000.00
Total 66000 Payroll Expenses	<u>2,116,666.13</u>	<u>2,720,241.39</u>	<u>2,939,503.16</u>	<u>3,010,022.74</u>
 Total Expenses	 <u>2,578,617.58</u>	 <u>3,192,217.73</u>	 <u>3,474,014.37</u>	 <u>3,596,511.06</u>
 Net Operating Income	 <u>201,321.97</u>	 <u>25,600.18</u>	 <u>285,104.90</u>	 <u>171,808.40</u>
 Other Income				
45010 Gain on Asset Sale/Disposal	-	-	-	-
45030 Interest - Savings, CD	10.20	6.14	36.01	0.00
47300 Other Miscellaneous Income	<u>2,270.00</u>	<u>1,287.99</u>	<u>1,804.67</u>	<u>1,500.00</u>
Total Other Income	<u>2,280.20</u>	<u>1,294.13</u>	<u>1,840.68</u>	<u>1,500.00</u>
 Other Expenses				
63300 Depreciation	118,678.52	136,003.00	136,066.67	136,000.00
69440 In-kind Expense	<u>1,850.00</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Expenses	<u>120,528.52</u>	<u>136,003.00</u>	<u>136,066.67</u>	<u>136,000.00</u>
 Net Other (Expense)	 <u>(118,248.32)</u>	 <u>(134,708.87)</u>	 <u>(134,225.99)</u>	 <u>(134,500.00)</u>
 Net Income (Loss)	 <u>83,073.65</u>	 <u>(109,108.69)</u>	 <u>150,878.92</u>	 <u>37,308.40</u>



Map indicates our primary areas of service. While we primarily serve Bernalillo County, we do provide supports to individuals residing in Valencia and Sandoval counties at this time.

Ridership and Transit System Statistics

A) Complete years that are applicable

Line #	Category	2018	2019*	2020 Projected
1	Annual Ridership	6,000	40,000	50,000
2	Annual Mileage	45,000	80,000	100,000
3	Annual Vehicle Hours	18,000	30,000	50,000

* Prorate statistics to end of current fiscal year.



August 12, 2019

Adelante
3900 Osuna Rd NE
Albuquerque, NM 87109

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501c3 nonprofit organization, provides community living and other community inclusion and employment services to adults with disabilities. If awarded 5310 transportation funds, Mandy's Farm would be able to increase transportation services to adults with disabilities living in Bernalillo, Valencia and Sandoval Counties. These transportation services will assist these individuals in traveling to and from work, participating in community volunteer work, attending medical, dental, and therapy appointments, and engaging with their community.

Members of the public have the right to comment, participate in the project, or request a public hearing regarding our proposal through notifying our primary contact in writing. Comments must be received by August 19, 2019. Comments should be directed in writing to: Mandy's Farm, Attn: Jessie Calero, Development Director, P.O. Box 9346 Albuquerque, NM 87119.

Sincerely,

Jessie Calero
Development Director
Mandy's Farm

7019 0700 0001 7254 0373

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Certified Mail Fee	\$3.50
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.55
Total Postage and Fees	\$4.05
Sent To: Adelante	
Street and Apt. No., or PO Box No. 3900 Osuna Rd NE	
City, State, ZIP+4® Albuquerque, NM 87109	

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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UNIVERSITY 87119
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P.O. Box 9346, Albuquerque, NM 87119
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org
www.mandysfarm.org



August 12, 2019

Casa Angelica
5629 Isleta Blvd SW
Albuquerque, NM 87105

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501c3 nonprofit organization, provides community living and other community inclusion and employment services to adults with disabilities. If awarded 5310 transportation funds, Mandy's Farm would be able to increase transportation services to adults with disabilities living in Bernalillo, Valencia and Sandoval Counties. These transportation services will assist these individuals in traveling to and from work, participating in community volunteer work, attending medical, dental, and therapy appointments, and engaging with their community.

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Sincerely,

Jessie Calero
Development Director
Mandy's Farm

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ALBUQUERQUE, NM 87105

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<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.55

Total Postage and Fees \$4.05

Sent To Casa Angelica
Street and Apt. No., or PO Box No. 5629 Isleta Blvd SW
City, State, ZIP+4® Albuquerque, NM 87105

Postmark Here
08/13/2019

PS Form 3800, April 2015 PSN 7531-02-000-9047-101 See Reverse for Instructions

P.O. Box 9346, Albuquerque, NM 87119
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org
www.mandysfarm.org



August 12, 2019

Cornucopia
2002 Bridge Blvd SW
Albuquerque, NM 87105

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501c3 nonprofit organization, provides community living and other community inclusion and employment services to adults with disabilities. If awarded 5310 transportation funds, Mandy's Farm would be able to increase transportation services to adults with disabilities living in Bernalillo, Valencia and Sandoval Counties. These transportation services will assist these individuals in traveling to and from work, participating in community volunteer work, attending medical, dental, and therapy appointments, and engaging with their community.

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Sincerely,

Jessie Calero
Development Director
Mandy's Farm

7019 0700 0001 7254 0342

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Extra Services & Fees (check box, add fee as appropriate)	
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<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.55
Total Postage and Fees	\$4.05
Sent To <u>Cornucopia</u>	
Street and Apt. No., or PO Box No. <u>2002 Bridge Blvd SW</u>	
City, State, ZIP+4® <u>Albuquerque, NM 87105</u>	
PS Form 3800, April 2015 PSN 7531-02-000-9047 See Reverse for Instructions	

ALBUQUERQUE NM 87105
08/13/2019

P.O. Box 9346, Albuquerque, NM 87119
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org
www.mandysfarm.org



August 12, 2019

LifeROOTS, Inc.
1111 Menaul Blvd NE
Albuquerque, NM 87107

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501c3 nonprofit organization, provides community living and other community inclusion and employment services to adults with disabilities. If awarded 5310 transportation funds, Mandy's Farm would be able to increase transportation services to adults with disabilities living in Bernalillo, Valencia and Sandoval Counties. These transportation services will assist these individuals in traveling to and from work, participating in community volunteer work, attending medical, dental, and therapy appointments, and engaging with their community.

Members of the public have the right to comment, participate in the project, or request a public hearing regarding our proposal through notifying our primary contact in writing. Comments must be received by August 19, 2019. Comments should be directed in writing to: Mandy's Farm, Attn: Jessie Calero, Development Director, P.O. Box 9346 Albuquerque, NM 87119.

Sincerely,

Jessie Calero
Development Director
Mandy's Farm

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ALBUQUERQUE, NM 87107	
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<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.55
Total Postage and Fees	\$4.05
Sent To Life ROOTS Inc.	
Street and Apt. No., or PO Box No. 1111 Menaul Blvd NE	
City, State, ZIP+4® Albuquerque, NM 87107	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

96178 UNIVERSITY 8106 08/13/2019

P.O. Box 9346, Albuquerque, NM 87119
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org
www.mandysfarm.org



August 12, 2019

ARCA
11300 Lomas Blvd NE
Albuquerque, NM 87112

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501c3 nonprofit organization, provides community living and other community inclusion and employment services to adults with disabilities. If awarded 5310 transportation funds, Mandy's Farm would be able to increase transportation services to adults with disabilities living in Bernalillo, Valencia and Sandoval Counties. These transportation services will assist these individuals in traveling to and from work, participating in community volunteer work, attending medical, dental, and therapy appointments, and engaging with their community.

Members of the public have the right to comment, participate in the project, or request a public hearing regarding our proposal through notifying our primary contact in writing. Comments must be received by August 19, 2019. Comments should be directed in writing to: Mandy's Farm, Attn: Jessie Calero, Development Director, P.O. Box 9346 Albuquerque, NM 87119.

Sincerely,

Jessie Calero
Development Director
Mandy's Farm

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Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.55
Total Postage and Fees	\$4.05
Sent To ARCA	
Street and Apt. No., or PO Box No. 11300 Lomas Blvd NE	
City, State ZIP+4® Albuquerque, NM 87112	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

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 P.O. Drawer J-T Albuquerque, New Mexico 87103
 (505) 823-7777

Ad Proof/Order Confirmation

Account Number
1032071

Ad Order Number
0001458795

MANDYS SPECIAL FARM
 346 CLARK RD SW
 ALBUQUERQUE, NM 87105 USA

Ordered By Jessie Calero

Customer Phone 5058731187

Joint Ad #

Customer EMail tessa@mandysfarm.org

PO Number

Ad Cost \$101.52

Sales Rep sramirez

Tax Amount \$7.99

Order Taker sramirez

Total Amount \$109.51

Payment Method Credit Card

Amount Due \$109.51

Payment Amount \$0.00

Affidavits 0

Pick Up

Product ABQJournal online

Placement 0Legal Notices

Ad Number 0001458795-01

Classification 0Affidavit

Ad Type 0 Legal Liner

Sort Text PUBLICNOTICEMANDYSSPECIALFAR
 MOF346CLARKRDSWALBUQUERQUE
 NM87105HEREBYPROVIDESNOTICE
 OFINTENTTOAPPLYFORNMDOTSEC
 TION5310TRANSPORTATIONFUN

Ad Size 1 X 52 li

Color

Run Date

08/16/2019
 08/16/2019
 08/16/2019
 08/17/2019
 08/17/2019
 08/18/2019
 08/18/2019

WYSIWYG Content

PUBLIC NOTICE

Mandy's Special Farm of 346 Clark Rd SW Albuquerque, NM 87105 hereby provides notice of intent to apply for NM DOT Section 5310 Transportation Funds in FY 2021. A 501c3 nonprofit organization, MSF provides community living and inclusion services to adults with disabilities. If awarded these funds, MSF would provide transportation services to adults with disabilities in Bernalillo, Valencia, and Sandoval counties for access to and from work, volunteer sites, medical, dental, and therapy sessions, and recreation activities. Members of the public have a right to comment, participate in the project, or request a public hearing on MSF's proposals by notifying the primary contact in writing. Comments and hearing requests on the proposed service must be received by August 19, 2019. Comments should be directed in writing to Mandy's Farm Attn: Jessie Calero P.O. Box 9346 Albuquerque, NM 87119.

Journal: August 16, 17, 18, 2019

ALBUQUERQUE JOURNAL



Albuquerque Publishing Company

7777 Jefferson N.E. Albuquerque, New Mexico 87109
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THE SUNDAY JOURNAL

Payment Receipt

Wednesday, August 14, 2019

Transaction Type: Payment

Order Number: 0001458795

Payment Method: Credit Card

Bad Debt: -

Credit Card Number: xxxxxxxxxxxx0885

Credit Card Expire Date: 4/28/2023

Payment Amount: 109.51

Reference Number: 670729

Charge to Company: Albuquerque Publishing Company

Category: Classified

Credit to Transaction Number: P260585

Invoice Text:

Invoice Notes:

Customer Type: Local Commercial

Customer Category: Taxable

Customer Status: Active

Customer Group: Default

Customer Trade:

Account Number: 1032071

Phone Number: 5058731187

Company / Individual: Company

Customer Name: MANDYS SPECIAL FARM

Customer Address: 346 CLARK RD SW

ALBUQUERQUE NM 87105 USA

Check Number:

Routing Number:



August 22, 2019

To Whom It May Concern:

The Board of Mandy's Special Farm has unanimously passed a resolution in complete support of the proposed FY2021 NMDOT 5310 funding. If awarded this grant, we are fully committed to providing the necessary funds for our 20% share (estimated to be \$41,065.66). We will place a line item in our budget to insure that the funds will be available when due.

Thank you for supporting us in past funding cycles for the 5310 grant. The vehicles we have been awarded previously have greatly improved our ability to provide needed services to our clientele. Due to tremendous growth of our agency, we are requesting additional transportation funding in order to make our fleet fully accessible, so that we may more fully meet the needs of individuals with developmental disabilities in our community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ruthie Horn Robbins".

Ruthie Horn Robbins, Board President

August 16, 2019

Jessie Calero
Mandy's Special Farm
PO Box 9346
Albuquerque, NM 87119

Dear Ms. Calero,

As the Director of the Family and Community Partnership's Division at the Center for Development and Disability at UNM, I am pleased to support the efforts of Mandy's Special Farm to secure 5310 Transportation funds for persons with disabilities.

The Center for Development and Disability provides training & technical assistance services to professionals who work with individuals with developmental disabilities and their families, we provide support and training opportunities to Mandy's Special Farm for integrated employment services. Mandy's Special Farm provides much needed supports to this population. Their invaluable program provides employment supports, including transportation, direct care supports, pre-vocational opportunities, service learning, animal husbandry and therapeutic horsemanship.

Mandy's Special Farm fosters an environment of inclusion through community activities such as clubs, jobs, events, integrated employment, and other services. It is a vital resource to persons with developmental disabilities in New Mexico.

Please feel free to contact me directly at tbaker-mccue@salud.unm.edu if I can provide additional information in support of their request for funding.

Sincerely,

Tanya Baker-McCue, Division Director



Family & Community Partnerships Division
Center for Development and Disability at UNM

Program Justification

Mission Statement

Mandy's Special Farm is a nonprofit organization that assists individuals with developmental disabilities to achieve their goals for living, learning, and working in the community.

Growth

In recent years, Mandy's Special Farm (MSF) has expanded services to continue to meet the growing demand for enhanced and individualized services for adults with developmental disabilities in the Albuquerque Metro area. Since submitting our last 5310 funding request, our services have expanded by over 62%. MSF now offers residential services across three group homes (two located on farms in the South Valley and one located in the Northeast Heights) as well as within a number of family and surrogate family homes. We also offer support to individuals within two day services locations (where service recipients develop pre-vocational skills) located in the South and North valley areas of Albuquerque. We have continued to expand our employment program (where service recipients are provided with assistance in obtaining and retaining employment), and have implemented the VAMOS Program, a new initiative that provides intensive job training and adult living supports to individuals with developmental disabilities and their families who are living without any sort of government-funded services. Finally, we recently launched the AgrAbility program, a partnership between MSF, the University of New Mexico, New Mexico State University, and the New Mexico Technology Assistance Program, through which we can provide individualized training, technical assistance, and support to individuals with disabilities who are established/ emerging farmers.

Objectives for 2020-2021

Through MSF programs, individuals are offered opportunities to participate in animal husbandry, visual arts workshops, adaptive horsemanship, agriculture, vermicomposting, swimming, community service, pre-vocational training, job development, job coaching, and community recreation. In addition to these services, our clients are provided with support in order to attend doctor's appointments, participate in therapy appointments, visit family and friends, and maintain an active presence in their community. All of these services and activities are designed to build skills, increase independence, and prevent institutionalization and isolation among individuals with developmental disabilities. Many, if not most, of these activities currently occur in the community. In order to provide these services, it is essential that MSF have a safe, functioning, and accessible fleet for our staff members and clients to rely on. During our 2020-2021 fiscal year, MSF hopes to retire all vehicles that do not comply with ADA- accessibility requirements. At this time, MSF operates three older, inaccessible vehicles in our fleet that do not allow us to transport individuals who use wheelchairs or who have other significant physical limitations. These vehicles range in age from 15-20 years old, and have hundreds of thousands of miles of use. They also continue to experience significant maintenance issues, creating difficulty in daily transportation. Over the past several years, Mandy's Farm has expanded our programs to serve over 200 individuals and families each month. As our programs serve individuals with a

variety of disabilities, both intellectual and physical, providing a fully ADA-accessible fleet has become crucial in continuing to provide quality community-based services. In replacing these vehicles with four wheelchair accessible vans, we will be able to provide fully-accessible transportation services across all of our programs.

Program Need

As an organization that serves some of the most vulnerable members of our community, MSF has continually worked strategically to expand our organizational capacity. With support from 5310 grants, MSF has experienced an incredible amount of growth since initially applying for funding. Now serving over 200 individuals with disabilities and our families, we still find that the community need outstrips our resources. We continue to have a waiting list of individuals and families who wish to access our services. At this time, many of our programs are forced to spend exhaustive resources coordinating the use of different vehicles by the different programs to accommodate the transportation needs of individuals using wheelchairs. With the replacement of three inaccessible vehicles that are part of our fleet, this burden would be significantly lightened, and would allow for full service to our current clientele. Upon having achieved a fully-accessible fleet, we could, as an organization, evaluate our capacity to expand even further in order to ensure that all individuals with disabilities have all of the services they need in order to live successful, healthy, and independent lives.

Operations Profile

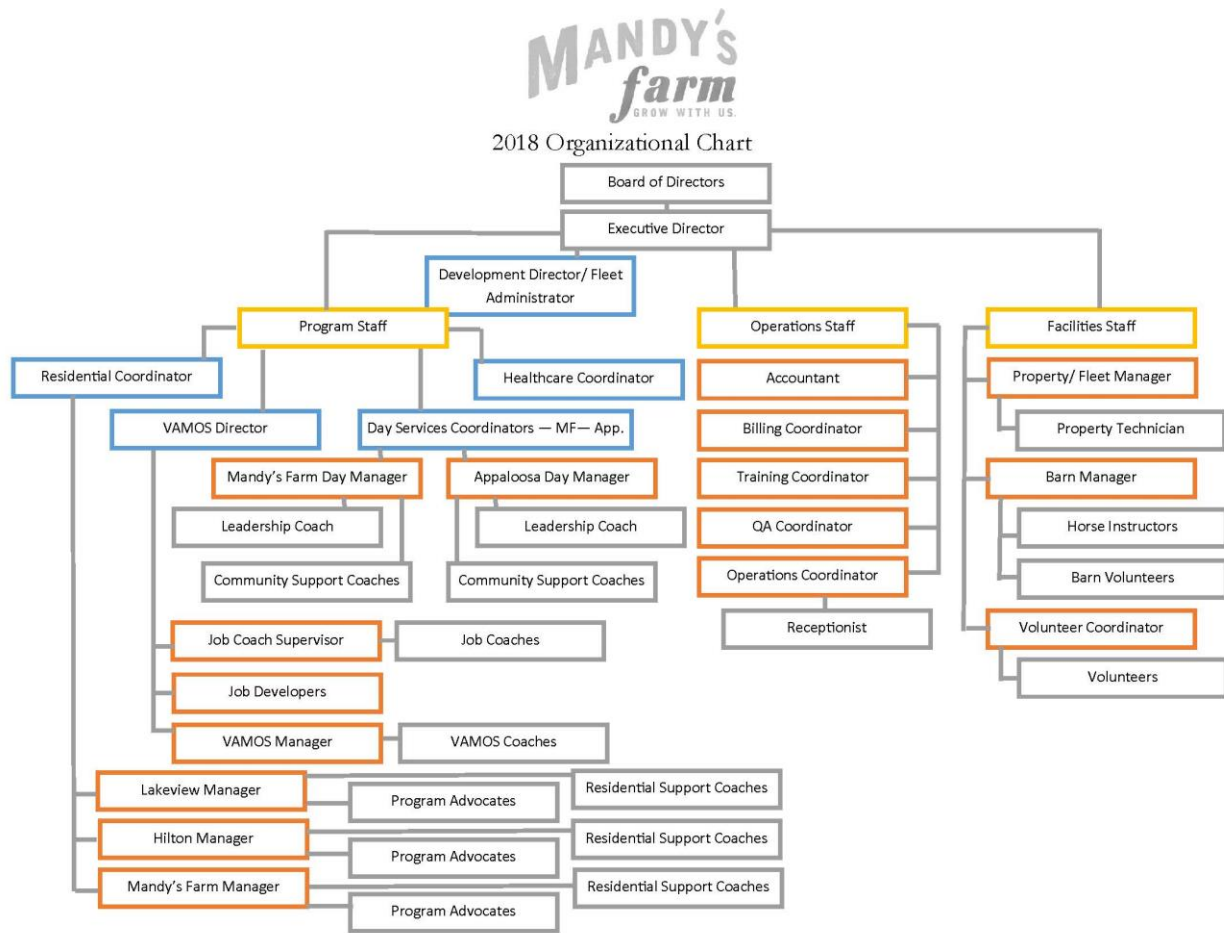
Mandy's Farm

Section 5310 Application FY2021

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Organization Structure



Mission Statement

Mandy's Farm is a nonprofit organization that assists individuals with developmental disabilities in achieving their goals for living, learning, and working in the community.

Brief Description of Transit Program

Route Design

All vehicles operated by Mandy's Farm use a demand-response system that allows for individuals to customize their route based on trip purpose. Mandy's Farm provides a wide array of services that are individualized to each client, requiring a great deal of flexibility.

Clients living within our residential programs often use our transportation services to travel to and from employment, therapeutic programming or appointments, medical and dental appointments, grocery shopping, social events, and the homes of family and friends. Within this program, routes are relatively flexible and are often determined based on the judgement of individual drivers, traffic patterns, and the ability to combine specific trips (going shopping following a medical appointment, for example).

Within our day program (designed to provide community access and preparation for the workforce) individuals are able to collaborate in small groups, designing their schedules and daily activities together. Day program clients often require support traveling to volunteer sites, museums, libraries, and other community spaces they visit in order to learn or build skills. Day program participants often visit recreational sites, community restaurants, and shop together. Day program routes are loosely planned approximately a week in advance. Due to the use of larger buses, routes are often changed based on the judgement of individual drivers, known traffic hazards, and areas that are predictably congested.

Within the employment program, clients are provided with rides to and from work sites. For active job seekers, rides often include travel to and from job interviews, visits with vocational counselors, and to classes that are designed to build vocational skills or experience.

Schedule (Days and Hours of Operation)

All vehicles operated by Mandy's Farm are operated based on the individualized needs of service recipients. Scheduling, usage, and typical transportation needs are largely different depending on the needs of each program.

Mandy's Farm residential services are unique in that they operate 365 days a year, 24 hours a day. Vehicles are required to be available at all times, even through the night, for those with high behavioral or medical need, who may need intensive supports through the overnight hours. While many trips are scheduled ahead of time, routes are often changed or adapted based on changes in each service recipient's schedule, medical needs, or other factors.

Our day program services operate Monday through Friday, from roughly 8:00am until 3:00pm. Vehicles are necessary during that time as services are based almost exclusively in the community. While most trips are scheduled a month in advance, routes are occasionally changed or adapted based on behavioral issues, medical needs, weather, and other factors.

Employment services are designed based on each individual's work schedule, job interview appointments, and other employment-related services. While it is highly uncommon for employment transportation to be required outside regular business hours, it does occasionally occur. Transportation for employment services is often planned on a rotating basis based on each service recipient's work schedule or job development needs. Routes are occasionally changed or adapted based on job placements, employment schedules, holidays, and other factors.

Fare Structure

As a support provider contracted with the Medicaid Waiver, as well as an organization that serves individuals who primarily live below the federal poverty line. Mandy's Farm remains committed to providing transportation services at no cost to individual clients.

Advertising/ Marketing

As an organization, most of our clients are referred to our organization through word-of-mouth communication. However, we also work to communicate our services to the community through our website, social media pages (Facebook, Instagram, and Twitter), and through engagement in community events. We also receive a number of referrals through the Department of Health's Medicaid Waiver program, the Division of Vocational Rehabilitation, and Albuquerque Public Schools. As the need for our services continues to outstrip our capacity, we do not invest heavily in advertising our services.

Administrative Employees

Titles and Job Descriptions

- Development Director/ Fleet Administrator
Fundraises to meet matching requirements, oversees grant compliance, collects and retains vehicle records, reports to NM DOT regarding vehicles, service provision, and program growth.
- Property/ Fleet Manager
Ensures all vehicles are in working order, completes monthly checks and wheelchair lift maintenance for all vehicles, and takes all vehicles for needed repairs and preventative maintenance. Completes cursory checks following maintenance requests and then coordinates repairs.
- Operations Coordinator
Receives all accident reports and ensures they have been reported to the fleet administrator, fleet manager, and insurance company. Ensures all vehicles are properly registered with our insurance company and with the State of New Mexico.
- Training Coordinator
Trains all staff regarding appropriate vehicle operation procedure, lift and tie-down processes, and defensive driving.

Code of Conduct Policy

Always strive for excellence; Excellence is a quality of service which is unusually good and so surpasses ordinary standards, it should be made a habit for it to be the guide in providing services to the individuals we serve and to develop positive relationships with our employees and stakeholders.

- Be trustworthy; in today's society trust is an issue. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is being dependable, and reliable when called upon to deliver a service.
- Be accountable; to be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and its consequences- good or bad.
- Be courteous and respectful; courteousness is being friendly, polite and well-mannered with a gracious consideration towards others. It makes social interactions in the workplace run smoothly, avoid conflicts and earn respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one inconsiderate action. Continued courteous interactions are required to maintain or increase the original respect gained.
- Be honest, open and transparent; honesty is a facet of moral character that brings positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness, sincerity, openness in communication and generally operating in a way for others to see what actions are being performed. This is a virtue highly prized in the workplace, for it builds trust and increases your personal value to all.

- Be competent and improve continually; competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills and behavior used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt.
- Always be ethical; ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”. This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go.
- Always be honorable and act with integrity; This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.
- Be respectful of confidentiality; confidentiality is respecting the set of rules or promise that restricts you from further and unauthorized dissemination of information. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues- and it is important to be true to such confidences. You gain trust and respect of those confiding in you and increase your influence within the organization.
- Set good examples; applying the foregoing rules helps you improve your professionalism within your organization but it is not complete until you impact knowledge on those around you. You must show and lead by good example.

Training Plan/ Record Keeping Policy and Procedures

Training Plan

All staff responsible for transporting individuals will receive appropriate training to ensure health and safety for all. Staff providing direct services must complete safety training within the first 30 days of employment and before working alone with an individual receiving service. The training will include the following:

1. Safe operation of the vehicle
2. Client safety
3. Assisting passengers with cognitive and/or physical impairments
4. Wheel chair tie down procedures
5. Operating wheelchair lifts (as applicable)
6. Emergency plans
7. Operating a fire extinguisher
8. Vehicle evacuation techniques
9. Safe loading and disembarking
10. Response to hazardous weather and adverse conditions
11. Accident procedures

12. Agency Transportation Policy and Procedures
13. Vehicle Inspections
14. CPR/First Aid
15. Customer Sensitivity and Assistance Training
16. Vehicle Cleanliness

Record Keeping Policy and Procedures

Drivers will complete the vehicle mileage log with each use of a Mandy's Farm fleet vehicle. The date of use, starting and ending mileage, starting location and destination, number of riders, gas level, and vehicle cleanliness will be recorded and initialed after each vehicle use.

Drivers will complete a pre/post-trip vehicle form with each use of a Mandy's Farm fleet vehicle. If any deficiencies are detected during these inspections, employees will alert their site manager and complete and submit a vehicle maintenance request form.

Employees will complete a vehicle maintenance request form and submit it to the fleet administrator immediately upon identification of an issue. The fleet administrator will alert the fleet manager for scheduling repair. The fleet administrator will continue to follow-up with the fleet manager until the repair is completed and noted on all applicable paperwork. The fleet manager will retain all records related to vehicle repair within the individual vehicle file (receipts, invoices, etc.).

Site managers will complete vehicle monitoring forms each month, noting weekly checks reviewing the condition of the vehicle. If any deficiencies are identified, a maintenance request form will be completed and submitted immediately.

The fleet manager will complete a vehicle check each month, noting any deficiencies while reviewing the condition of the vehicle. If any deficiencies are identified, a maintenance request form will be completed and submitted immediately.

The fleet administrator will create and maintain a file for each fleet vehicle containing the following documentation: vehicle information face sheet, copy of insurance and registration, maintenance records and receipts, accident/ investigation reports, pre/post-trip logs, weekly vehicle monitoring, monthly vehicle monitoring, and mileage sheets. Wheelchair lift preventive maintenance records will also be retained as needed.

The fleet administrator will conduct a monthly audit of all fleet paperwork, reviewing each individual vehicle file, identifying missing documents to be requested from site managers. Completed fleet audits will be kept for each month within the primary Policy/ Procedure manual. The fleet administrator will also alert the fleet manager regarding any regularly scheduled maintenance due each month, in order that it might be scheduled, completed, and documented within a reasonable timeframe.

Employees will submit documentation of any repairs or services to the fleet administrator following completion of work.

Operations Employees

Titles and Job Descriptions

- **Day Program Managers**
Issue vehicles to Community Support Coaches that are fully trained. Ensure appropriate use of vehicles and completion of documentation. Inspect vehicles visually each morning. Complete weekly checks of vehicle to ensure cleanliness, presence of safety equipment, and presence of documentation. Turn all paperwork in to Fleet Administrator in a timely manner.
- **Community Support Coaches**
Complete all appropriate training before operating vehicles. Appropriately use vehicles and complete documentation before and after each trip. Inspect vehicles before and after each use. Ensure the safety of all passengers. Safely transport all clients to their daily activities.
- **Residential Managers**
Approve use of vehicles by Residential Support Coaches that are fully trained. Ensure appropriate use of vehicles and completion of documentation. Inspect vehicles regularly to identify concerns. Complete weekly checks of vehicle to ensure cleanliness, presence of safety equipment, and presence of documentation. Turn all paperwork in to Fleet Administrator in a timely manner.
- **Residential Support Coaches**
Complete all appropriate training before operating vehicles. Appropriately use vehicles and complete documentation before and after each trip. Inspect vehicles before and after each use. Ensure the safety of all passengers. Safely transport all clients to their daily activities.

Hiring Procedures

All Residential and Community Support Coaches complete a job application and job interview. Following each interview, Mandy's Farm conducts telephone reference checks and verifies all degrees. All staff must be 18 years of age with a valid driver's license, high school diploma or GED. All staff members are required to pass a caregiver screening process, as well as complete fingerprinting and submit to a full FBI background check.

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- Set good examples; applying the foregoing rules helps you improve your professionalism within your organization but it is not complete until you impact knowledge on those around you. You must show and lead by good example.

Vehicle Fleet

Maintenance Schedules

Vehicles undergo regularly scheduled maintenance as recommended by vehicle manufacturer. Immediate arrangements shall be made for any repairs needed outside of recommended preventative maintenance.

Inspection Procedures

Drivers will complete the vehicle mileage log with each use of a Mandy's Farm fleet vehicle. The date of use, starting and ending mileage, starting location and destination, number of riders, gas level, and vehicle cleanliness will be recorded and initialed after each vehicle use.

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Employees will complete a vehicle maintenance request form and submit it to the fleet administrator immediately upon identification of an issue. The fleet administrator will alert the fleet manager for scheduling repair. The fleet administrator will continue to follow-up with the fleet manager until the repair is completed and noted on all applicable paperwork. The fleet manager will retain all records related to vehicle repair within the individual vehicle file (receipts, invoices, etc.).

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Employees will submit documentation of any repairs or services to the fleet administrator following completion of work.

Fleet Replacement Plan for FY21

Upon award of, as well as receipt, of any 5310 vehicles during FY21, Mandy's Farm plans to begin the process of discharging vehicles that have exceeded their useful life. As all vehicles for which Mandy's Farm is requesting replacement are privately owned by Mandy's Farm, these vehicles will be sold for parts at fair market value, with all revenue to be reinvested into the use and maintenance of the fleet. The following vehicles have already been disposed due to extensive maintenance work required that well-exceeded the value of the vehicle: 1FDWE35L64HB30446. The following vehicles will be disposed of upon receipt of FY21 awarded vehicles: 2HKRL1862XH545711, 1FDWE35L64HB30447, and 1J4FF48S4YL211611. All vehicles will be replaced by one light-duty van, except for 1FDWE35L64HB30447, which will be replaced by two light-duty vans.

Accident/ Incident Reporting Procedures

Mandy's Farm will immediately communicate with the Department of Transportation in situations where a 5310-funded vehicle experiences vandalism, theft, significant damage, or an accident of any kind. Details will be communicated via phone or e-mail, as well as uploaded with any necessary documentation via BlackCat Grants.

Mandy's Farm will immediately communicate with the Department of Transportation regarding any notification of a vehicle recall. Details will be communicated via phone or e-mail as well as uploaded with any documentation regarding a recall resolution via BlackCat Grants.

Mandy's Farm will complete regular, timely, and complete quarterly reports through the BlackCat Grants system. Data for quarterly reports will be pulled directly from individual vehicle records through the review of maintenance records, driver's manifests, and any other documentation relating to the operation and maintenance of the vehicle.

All staff will be properly trained on what to do after a vehicle accident.

1. Take immediate action to prevent further damage at the scene of the accident.
2. Pull onto shoulder or side of road.
3. Ensure safety of all passengers on board.
4. Place warning signals promptly and properly.
5. Call Police. If someone is injured, request medical assistance. If fire is involved, request Fire Department aid.
6. Exchange Traffic Accident Exchange Information form with other driver(s).
7. Secure names and addresses of all witnesses to the accident.
8. Be courteous. Answer police questions. Give identifying information to the other party(ies) involved, but make no comments about assuming responsibility.
9. Complete the Driver's Report of Motor Vehicle Accident form. You will need this information later for state and insurance reports.
10. As soon as possible, report the accident to your insurance company and your employer.

All vehicles will have an updated and complete vehicle binder kept on board and checked weekly by management staff. All vehicles must also have the Mandy's Farm Non-Discrimination Notice to the Public posted within the vehicle. Within the vehicle binder, the following must be available:

1. Vehicle Insurance/ Registration
2. Pre/ Post-Trip Vehicle Forms
3. Vehicle Mileage Logs (Driver Manifest)
4. Vehicle Monitoring Forms (Manager Use Only)
5. Complaint Forms
6. Compliment Forms
7. New Mexico Transit Driver Operational Handbook
8. Post-Accident Kit

Passenger Conduct Policy

All passengers will be expected to conduct themselves in a manner that allows for the safe transportation of all other passengers, as well as the driver's safe operation of the vehicle. In situations in which a passenger's conduct is affecting the driver's ability to safely operate the vehicle, or in which they are affecting the ability for other passengers to be safely transported, staff members will follow the following procedure:

All staff will be properly trained on what to do in the event of a behavioral, medical, or safety emergency related to passengers being transported in the community.

1. Upon identifying a behavioral, medical, or safety-related emergency occurring on a vehicle during transportation, the driver should immediately stop the vehicle, pulling safely onto a shoulder or side of the road.
2. Ensure safety of all passengers on board. Evacuate if necessary, appropriate, and if the situation allows for safe disembark. Please see the Passenger Evacuation Procedure for further instructions.
3. Place warning signals promptly and properly.
4. Follow all behavioral and medical protocols for the individual experiencing an emergency (see individual Healthcare Plans, Medical Emergency Response Plans, or Positive Behavior Support Plans).
5. If necessary, call for emergency services (Police, EMS, etc.).
6. If the situation is able to be safely resolved, ensure that all passengers are on board and continue to your final destination.
7. As soon as possible, report the incident to your supervisor and complete any necessary reporting forms (including, but not limited to an Agency Event Report or General Event Report).